

**Subject:** Re: Broadway Contracts - TO SIGN

**From:** Jessica Wethington McLean

**Date:** 11/03/2016 02:53 PM

**To:** Pauline Chan

**CC:** Suzanne Holley <SHolley@downtownla.com>, Blair Besten <blair@historiccore.bid>, Rena Leddy <rena@fashiondistrict.org>, Julian Amaya <julian.amaya@lacity.org>

Please see below for important info from Pauline.

Is everyone available on Tuesday at 3pm?

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Sent from my phone. Please pardon brevity, typos, and autofill misfires.

On Nov 3, 2016 11:53 AM, "Pauline Chan" <[pauline.chan@lacity.org](mailto:pauline.chan@lacity.org)> wrote:

Hi Jessica,

I have a 1:30 to 2:30 meeting on Tuesday, but 3 would work. And yes, wet signatures would be needed. Julie is putting the final touches on the agreements and exhibits this very minute, and you should get them within the hour. The final revisions are very minor--typos, correcting labeling of exhibits and compensation amounts, etc.

I also want to call out time-sensitive tasks that are required by the agreement, which should already be completed by Tuesday at the signature meeting. So, by Tuesday, LADOT will need to provide the accident/incident notification protocol, and the BID's will need to provide the emergency response plan and staff identification. Also, within 30 days of agreement execution, the BID's will need to provide the contact info for the person responsible for documents and claims. These requirements are included in the agreement, shown at end of this email.

Thank you for pushing us along, and for everyone's immense patience!

#### D. Notifications

To the extent known by CORPORATION, CORPORATION shall immediately notify CITY in writing if the DRESS REHEARSAL is damaged or threatened by any of the activities conducted by CORPORATION or persons or entities other than CORPORATION, including, but not limited to:

1. Any accident or other incident which has caused or may cause injury to persons or property occurring at the DRESS REHEARSAL.
2. Any claim for injury, death, property damage, or theft which may be asserted against CORPORATION or CITY with respect to the DRESS REHEARSAL.
3. Any unusual conditions of which CORPORATION is aware that may develop in the course of the DRESS REHEARSAL operation into fire, flood, casualty, or substantial damage of any kind.

CORPORATION shall designate a person primarily responsible for documents, and responding to and resolving claims for loss or damage including insured claims for loss or damages. CORPORATION shall provide CITY with the name, address and telephone number of such person within thirty (30) calendar days of the date of this AGREEMENT.

CITY shall provide CORPORATION with a protocol for accident and incident reporting in a format acceptable to the City, which may be supplemented by CORPORATION.

#### E. Emergency Response Plan

Prior to the Commencement Date for the AGREEMENT, CORPORATION shall provide CITY a current emergency response plan identifying staff who have authority to address, twentyfour (24) hours a day, seven (7) days a week, problems or complaints resulting from CORPORATION's use of the DRESS REHEARSAL.

Pauline

On Thu, Nov 3, 2016 at 10:35 AM, Jessica Wethington McLean <[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)> wrote:

That's a Pauline question. I think it might need to be a wet signature. Pauline?

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**Jessica Wethington McLean**

Executive Director, Bringing Back Broadway  
Director, Downtown Economic Development  
Producer / Festival Director, Night on Broadway

Office of City Councilmember José Huizar  
200 N. Spring Street #465, Los Angeles, CA 90012  
[Jessica.WethingtonMcLean@lacity.org](mailto:Jessica.WethingtonMcLean@lacity.org) | 213-473-7014

On Thu, Nov 3, 2016 at 10:14 AM, Rena Leddy <[rena@fashiondistrict.org](mailto:rena@fashiondistrict.org)> wrote:  
Do you need us in person to sign??

Rena Masten Leddy  
Executive Director  
LA Fashion District  
[\(213\) 488-1153](tel:2134881153)

On Nov 3, 2016, at 10:11 AM, Jessica Wethington Mclean <[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)> wrote:

That might be an impossibility unless we go several weeks out, which we don;t want to do, but we can try.  
How is Tuesday afternoon?



**Jessica Wethington McLean**

Executive Director, Bringing Back Broadway  
Director, Downtown Economic Development  
Producer / Festival Director, Night on Broadway

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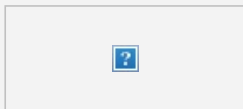


On Thu, Nov 3, 2016 at 10:09 AM, Suzanne Holley <[SHolley@downtownla.com](mailto:SHolley@downtownla.com)> wrote:

I am not available Monday afternoon. Are we able to reschedule when we are all available?

Thanks.

**Suzanne Holley**  
SVP & Chief Operating Officer



**Downtown Center Business Improvement District**  
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017  
Call: [213-416-7538](tel:2134167538) | Fax: [213-624-0858](tel:2136240858)  
Web: [DowntownLA.com](http://DowntownLA.com)



**From:** Jessica Wethington Mclean [mailto:[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)]  
**Sent:** Wednesday, November 02, 2016 5:31 PM  
**To:** Blair Besten  
**Cc:** Suzanne Holley; Rena Leddy; Julian Amaya; Pauline Chan  
**Subject:** Re: Broadway Contracts - TO SIGN

Pauline - please send. Thanks!

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**Jessica Wethington McLean**

Executive Director, Bringing Back Broadway  
Director, Downtown Economic Development  
Producer / Festival Director, Night on Broadway

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On Wed, Nov 2, 2016 at 5:05 PM, Blair Besten <[blair@historiccore.bid](mailto:blair@historiccore.bid)> wrote:

Great. When can they email copies for last look?

[<image006.jpg>](#)

**Blair Besten**

*Executive Director*

209-211 W 5th Street  
Los Angeles, California 90013

p [213.488.1901](tel:213.488.1901)  
c [213.700.9829](tel:213.700.9829)  
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24HR HOTLINE:  
[213/239-8336](tel:213-239-8336)

On Wed, Nov 2, 2016 at 2:23 PM, Jessica Wethington Mclean <[jessica.wethingtonmclean@lacity.org](mailto:jessica.wethingtonmclean@lacity.org)> wrote:

Folks - the contracts are back and approved by the City Attorney. I'm really hoping you cal all make a meeting on Monday afternoon Nov. 7 to sign and co-sign the final Broadway Dress Rehearsal Maintenance Agreements.

I am asking each BID and DOT + City Attorney to kindly attend so if there are any lingering questions we can answer them on the spot and get these finalized at long last.

Please let me know. I also sent a calendar notice.

Thanks!

Jessica

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**Jessica Wethington McLean**

Executive Director, Bringing Back Broadway  
Director, Downtown Economic Development  
Producer / Festival Director, Night on Broadway





Office of City Councilmember José Huizar  
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**Pauline Chan**

Senior Transportation Engineer  
Active Transportation Division

Los Angeles Department of Transportation  
[213.928.9705](tel:213.928.9705)    



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